

eCertification



The Clerk of Superior Court's Office, in partnership with the Georgia Superior Court Clerks' Cooperative Authority, is pleased to announce the new **eCertification** services that provide users the ability to electronically request certified Court and Real Estate Records 24 hours a day, 365 days a year.

What is eCertification?

eCertification is a software used by the Clerk's office to generate tamper-proof and self-validated certified copies of Court Records and Real Estate Recordings. Customers can purchase electronically certified records from the convenience of their home, their smart phone, or anywhere they have internet access 24-7, and upon processing by the Clerk's office, receive them as secured PDFs via email or online.

A trip will no longer be required to the Clerk's office to have a paper copy certified. The public can now access this new online service by visiting the Clerk's website at <https://superiorcourtclerk.chathamcountyga.gov/>, or by using your camera to scan the QR code below.



TAMMIE MOSLEY

CLERK OF SUPERIOR COURT



How does it work?

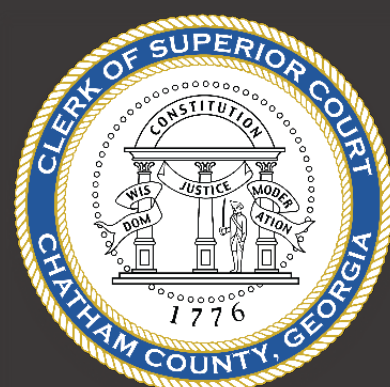
To request an **eCertified** copy, simply register by navigating to <https://ecert.gsccca.org/> via the above QR code to create an account. Once registered, log in to get started:

Follow the steps to submit a request for an **eCertified** document.

1. Click Submit a New Request at the top, right corner of the page
2. Select the county where the record is located
3. Select the document type
4. Select Continue to Submit the Request
5. Complete all required fields and select Submit request

Once the Clerk's office processes the request, payment authorization will be required. When the Request Status is Awaiting Payment Final Authorization, submit final payment authorization by clicking on Awaiting Payment Final Authorization and following the prompts. Once payment authorization is received and finalized by the Clerk's office, a final email will be sent containing an authentication link which also includes the purchased **eCertified** copy of the requested document.

A purchased **eCertified** copy of a document may be downloaded and stored for future use, allowing customers to maintain their own documents for multiple uses and printing.



If you have any questions, feel free to call us at (912) 652-7200.